

REQUEST FOR RECORDS

**This is a request for records under the Missouri Sunshine Law, Chapter 610,
Revised Statutes of Missouri.**

I request that you make available to me the following records:

(Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.)

If you want and are willing to pay for copies of the records, rather than just being able to see them:

I request that the records responsive to my request be copied and sent to me at the following address: _____

If you believe your request serves the Public interest, and is not just for personal or commercial interest, you may ask that the fee be waived:

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to:

Please let me know in advance of any search or copying if the fees will exceed

\$ _____,

(Insert amount you are willing to pay without additional information about the documents.)

NAME _____

ADDRESS _____

PHONE NUMBER _____

OFFICE USE ONLY

Date Request Received _____

Date Copies Sent _____

Office Signature _____